

MINUTES

Minutes of Ordinary Meeting of Woodham Walter Parish Council.
Held at 8.00pm in Woodham Walter Women's Club, Top Road, Woodham Walter.

Monday 11th April 2016

Present:

Cllr. Peter Warren
Cllr. James Bunn
Cllr. Mark Durham
Cllr. Jenny Hughes (in attendance until 9.55pm)
Cllr. Joanna Symons
Cllr. John Tompkins

Others: Jacky Bannerman (Parish Clerk)
Cllr. Henry Bass (District Councillor) (in attendance until 9.20pm)

Public: None

1766. Welcome Cllr. Warren welcomed those present to the meeting.

1767. Apologies for Absence Apologies were received and accepted from Cllr. James Rushton and ECC Cllr. Penny Channer

1768. Declaration of Acceptance of Office Cllr. Jenny Hughes signed the form which was duly countersigned and filed. Cllr. Hughes will complete the Register of Member Interests form via the Maldon District Council website.

1769. Disclosure of Interests/Consideration of Dispensations To disclose the existence and nature of any Disclosable Pecuniary Interests, other Pecuniary Interests or Non-Pecuniary Interests relating to items of business on the agenda having regard to paragraphs 6-10 inclusive of the Code of Conduct for Members. (Members are reminded they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting).

Cllr. Mark Durham declared an interest in agenda item 9.1 (Minute ref: 1774.1) Planning Appeal FUL/MAL/15/00047 Land adjacent to Whitegates, Herbage Park Road as he is employed by the applicant. No other interests were declared and the register was duly signed.

1770. Public Forum There were no members of the public present.

1771. To approve the Minutes of Parish Council Meeting On Monday 14th March 2016 The minutes were approved as a true record of the meeting and duly signed.

1772. Matters Arising from Minutes of Monday 14th March 2016

1772.1 Air Cmdr. Sismore memorial bench on Bell Meadow. Await further contact from the family.

1773. Planning – APPLICATIONS

It was noted that one application had been received and that this would be discussed at an extraordinary Parish Council meeting on Monday 18th April.

1774. Planning – APPEALS

1774.1 FUL/MAL/15/00047 Land adjacent to Whitegates, Herbage Park Road
Residential development comprising 11 dwellings. Appeal ref: APP/X1545/W/15/3130915
No further information.

1775. Planning – DECISIONS

1775.1 FUL/MAL/16/00051 2-3 Hop Gardens, Hop Garden Lane **APPROVE(DEL)**
Variation of condition 2 of approved application HOUSE/MAL/12/00673 (Double garage and storage in the roof). Variation: Change of roof materials.

1775.2 FUL/MAL/16/00088 Guys Farm Lodge, Manor Road **APPROVE (NW)**
Demolition of bungalow and the construction of a 4 bedroom house.

Cllr. Tompkins commented that he was disappointed to read the officers report and that the Parish Council's views (which recommended refusal) had only received a cursory reference. If Development Control is aware of the emerging VDS why then was this application against this guide recommended for approval and therefore what difference will adoption of the VDS make? This is a great concern and if the VDS is not going to be taken into account then we are all wasting our time.

Cllr. Durham responded that an un-adopted VDS carries no weight and even after adoption it will only be a material consideration. He noted that materials used cannot be taken into account if the application site is not in a conservation area. Cllr. Bass added that the council needs to be mindful of the applicant, committee, officer and consultees when making its conclusion and at the end of the day it comes down to a question of opinion but they do try to be fair.

Councillors agreed that having the VDS in place will be a positive step and that monitoring its impact will need to be carried out.

1775.3 FUL/MAL/16/00030 Waggers, Hop Garden Lane **APPROVE (DEL)**
Erection of replacement dwelling, garage and outbuildings. (Amendments to previously approved design under FUL/MAL/14/00209).

1776. Other Planning Matters

1776.1 Woodham Walter Conservation Area. Cllr. Tompkins reported that he has received no updated mapping information from Maldon District Council regarding the proposed extent of the Conservation Area. Both 'Whitegates' and the field at the NE corner were areas included at MDC's instigation and included on the original map supplied by John Somers which received the initial agreement of the Parish Council. If this proposed area has now changed can it still be discussed by MDC's Planning & Licensing Committee on 25th April? Cllr. Durham and Cllr. Tompkins will chase MDC for progress report.

1776.2 Woodham Walter Village Design Statement. Cllr. Tompkins reported that modifications have now been incorporated and the document is now available on-line for consultation. It will also be on display at the Annual Parish Meeting. The committee await comments and councillors are asked to encourage as many parishioners as possible to view the document and respond. The Annual report and leaflet about the VDS has been delivered to every household. Clerk to send a village email advertising the VDS consultation and Annual Parish Meeting.

1776.3 MDC Planning – await response to our letter of 22nd January written to Nick Fenwick, clerk wrote again in February and March. Councillors are frustrated that still no response has been received despite re-sending the original email and posting a copy in the mail.

Cllr. Durham and Cllr. Bass noted that they have also chased Mr Fenwick for a response. Councillors consider that this demonstrates a lack of respect for this Parish Council and it was decided that if no response is received by the end of the week that a formal complaint will be made to the CEO.

1776.4 Maldon Design Review Panel. Cllr. Symons attended meeting and reported that whilst it was quite interesting, it seems that MDC are fairly critical of it, and the Leader said that the involvement of a Design Panel has come two and a half years too late, as most design issues have already been addressed in the Maldon District Plan. The panel, which consists of a range of experts such as Urban Designers, Sustainability experts, Town Planners, Architects, Structural Engineers etc won the tender and their remit is to provide high quality design in the Maldon area that are in keeping with the area. They provide a service that applicants can use (with an additional charge) at the start of or during the planning process. They are mainly going to be involved in the large scale planning applications such as the Garden Suburbs and are unlikely to have much impact at Parish Council level. Cllr. Durham asked about their relevance to Village Design Statements. The Panel spokesperson said that if there was enough time after looking at large scale planning issues, then there may be time to look at VDS's.

1776.5 Give Parish Councils the right to appeal planning decisions – to discuss an On Line Petition. It was agreed that councillors should sign the petition personally if they see fit and lobby their MP. It may make planners think twice before dismissing the Parish Council view.

1777. Payments The following payments were authorised and cheques duly signed.

1777.1 e-on –Monthly DD £17.81 (inc. 0.85 VAT)

1777.2 A&J Lighting Solutions – Monthly DD £23.94 (inc. £3.99 VAT)

1777.3 Mrs J Bannerman - Clerks Salary (29 hours) & Allowance & 16 hrs for Annual Report £506.47

1777.4 Mrs J Bannerman – Expenses: Flowers & Postage £48.66. Transparency Code Expenditure: Scanner/Printer £86.77 (inc. £14.46 VAT) Software £279.97 (inc.£46.66 VAT) Laptop £549.95 (inc. £91.66 VAT). See minute ref: 1778.2

1777.5 DW Maintenance (Grass Cutting) £70.00

1777.6 L.J. Print (Annual Parish Report & VDS and Street Party leaflets) £233.10

1778. Other Financial Matters

1778.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
14-Mar-16	Opening Balance			6540.38
11-Apr-16	Transferred to Community A/C 60978876		1800.00	4740.38
Community Account				
14-Mar-16	Opening Balance			517.17

11-Apr-16	Transferred from Business Reserve A/C 40622818	1800.00		2317.17
11-Apr-16	April Debits		1816.67	500.50

1778.2 Transparency Code Funding. Clerk reported that having researched into the scanner, laptop and printer. The following items have been selected:

- Epson WorkForce WF-2650WF PrecisionCore Colour All-in-One Printer with Wi-Fi (Print/Scan/Copy/Fax) Plus set of ink cartridges: £72.31 exc.VAT
- Microsoft Home & Business 2016 – Licence Key PC plus Microsoft Publisher 2016 £233.31 exc. VAT
- Lenovo Yoga 700 Convertible Laptop, intel M3, 8GB RAM, 128 GM SSD, 11” Full HD Touch Screen. £458.29 exc. VAT.

The scanner and software have been found cheaper than originally detailed, enabling more budget to be put towards a laptop.

Councillors agreed to take out a Dropbox Pro account at a cost of £79.00 per year for Parish documents. This gives 1TB of secure storage and powerful sharing features.

Councillors agreed to upgrade the Parish email account in order to maintain an exclusive Parish Council account. Councillors will be able to have Parish emails if required.

The new email account and the Dropbox account will enable compliance with the developing Parish Clerks Absence Policy.

Having purchased the new equipment, clerk to arrange to mark the equipment with a smart pen.

1778.3 31 March was the end of the financial year, clerk to begin preparing accounts and necessary paperwork. Due to the deadline set by the Auditors the accounts will need to be ratified at the May parish council meeting. Clerk will need to arrange for the Internal Audit to be completed – Councillors confirmed that Mr Derek Turner should be asked to review the accounts and satisfy that the control objectives are being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

1778.4 Clerks Annual Review and Contract – The clerk stepped out of the meeting room during these discussions. Cllr. Warren and Cllr. Symons recommended to councillors that the appraisal be endorsed, this was agreed. Assessment of average hours worked over the last few years shows that the current contract for 25 hours is not sufficient, it was agreed to increase the contracted hours to 28 per month. This was proposed by Cllr. Warren, Seconded by Cllr. Bunn and agreed by all councillors. Clerk then came back into the meeting room and was informed of the decision.

1779. Reports Of The District Councillor

Cllr. Durham reported that the new inspector for the LDP has been appointed and has written to the council with an 8 page list requesting information. Once this information has been received he will then report to the Secretary of State who will make the final decision. This will be done as soon as possible; Wheelie bins are due to start arriving during the first week of May and the new service starts on 6th June; Beacon Lighting at Prom Park will take place to celebrate the Queen’s 90th Birthday on 21st April at 7pm.

Cllr. Bass then left the meeting room.

1780. Other Council Matters

1780.1 Woodham Walter Common. No information to report.

1780.2 Bell Meadow Village Association. Plans continue to be made for the August event.

1780.3 Allotments Association. AGM was held on 31st March.

1780.4 Tree Policy – on-going – policy has now been drafted. Cllr. Warren to carry out tree inspection and complete policy update.

1780.5 Emergency Plan – on-going.

1780.6 Annual Parish Meeting – The VDS team will be in attendance from 6.30 as will the MDC new waste contract people. The meeting begins at 8.00pm but councillors are encouraged to arrive earlier and by 7.30 if possible. The Annual Parish Reports have been distributed to all properties in the parish.

1780.7 Queen’s 90th Birthday – To receive the minutes from the planning meeting. In order to satisfy the Parish Council insurance the minutes from the Working Party will form part of the official minutes. The next planning meeting is scheduled for 28th April. It was noted that that an initial objection received from resident of Top Road has now been withdrawn and arrangements will be made to cause as little inconvenience as possible.

1780.8 Parish Clerks Forum – clerk attended forum in March including presentations on: Devolution Update from Fiona Marshall; New Refuse Contract with examples of the wheelie bins; Planning Policy Update from John Somers who informed that they will be talking to Parishes in the next couple of months, they feel they have enough sites to satisfy the Gypsy and Traveller allocations and do not

expect to extend existing sites; Nick Fenwick gave a short presentation on the Parish Trigger and told us that a new manual is being developed which will be sent out to clerks soon; There was also a presentation on Audio Minutes which is a company that supply equipment for recording meetings.
1780.9 August Parish Council meeting. Clerk notified that she will be taking annual leave on the scheduled meeting date. It was agreed that an August meeting may not be necessary unless there are planning applications to discuss, in which case the meeting would be postponed until the following week, 15th August.

1781. Consultations/Questionnaires

1781.1 Essex County Council/Southend on Sea Borough Council Joint Replacement Waste Local Plan – Pre Submission Draft March 2016 – Public engagement 3 March – 14 April 2016. Councillor's agreed with Cllr. Rushton's assessment of the document that no response was necessary.

1782. Highways

1782.1 There are a number of on-going highways issues which clerk is pursuing.

1782.2 Zig Zag Lines – on-going.

1782.3 It was noted that a list of roads which are due to be surface dressed as part of the Capital Maintenance programme between April-June include: Bassetts Lane, Blue Mill Lane, Curling Tye Lane, Hoe Mill Road, Hop Garden Lane, Little London Lane, Manor Road, Oak Farm Road, Old London Road, Rectory Road, Retreat Farm Road, Spring Elms Lane (this may include Little Baddow Road?), Stivvy's Road and West Bowers Road.

1782.4 Little Baddow Road: Clerk to report hole by manhole cover and damaged footpath.

1783. Local Issues

1783.1 Bell Meadow/Playground. There were no matters to report. The book was duly signed. It was agreed that Bell Meadow now needs a cut, clerk to arrange.

1783.2 Footpaths Report. Cllr. Warren reported that two more trees had fallen on BR10, Cllr. Durham confirmed that these along with the trees on FP12, all on the Warren are due to be cleared; Regarding FP19 - Cllr. Warren has spoken to landowners regarding the flooding on FP19 to see if anything can be done to dredge the ditch. He has also escalated the complaint about the faulty gate with ECC as this is now considered a safety issue.

1783.3 School Report. Cllr. Symons reported that a meeting is due to take place with the Headteacher, Chair of Governor's, Chair and Vice Chairman of the Parish Council and clerk with a view to developing a better working relationship.

1783.4 Crime/Police Report. Maldon's new "Community Policy Team" has been launched by Essex Police as part of a renewed commitment to local policing that puts partnerships with councils and other organisations at the heart of community safety.

1783.5 Litter. No information.

1783.6 Broadband. No information to report.

1783.7 Vehicle Activated Sign – clerk has received some details from Local Highways Panel including information that over 70% of vehicles were over the 30mph speed limit during the test week in November. Await results of Panel decision.

1783.8 Post Office – No information to report.

1784. Correspondence

1784.1 Message of thanks received from Claire Newland in response to the flowers sent on behalf of the Parish Council.

1784.2 Various items of correspondence emailed to councillors.

1784.3 Best Kept Village competition – councillors do not consider it worth entering.

1785. Points of Information

1785.1 Cllr. Durham reported that sewage had been seen adjacent to Greenlanes on Little Baddow Road. Clerk to report.

1786. Date of Next Parish Council Meetings:

Date of Annual Parish Meeting Monday 18th April 2016 at 8pm in Woodham Walter Village Hall.

Date of next Ordinary Parish Council Meeting with AGM Monday 9th May 2016 at 8pm in Women's Club.

Signed

Meeting ended at 10.10pm

Dated